

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
DIVISION OF EDUCATIONAL PROGRAMS AND SERVICES  
OFFICE OF CHILD NUTRITION  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

O P E R A T I O N A L   M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director  
Office of Child Nutrition

DATE: May 29, 2003

SUBJECT: Operational Memorandum # 12H-03  
**CACFP Application Renewals FY 2003-2004**

The Child and Adult Care Food Program (CACFP) renewal materials for day care home programs are enclosed. The deadline for the submission of these materials is **July 31, 2003**.

The application process and materials for the fiscal year beginning October 1, 2003 have been revised to incorporate regulatory changes mandated by the Agricultural Risk Protection and the Grain Standards and Warehouse Improvement Acts of 2000.

Application changes include:

**Agreement for Child Nutrition Programs**

An *Agreement for Child Nutrition Programs* (ED-099) must now be submitted annually. Action to enter an agreement and to assign agency representatives requires board approval. **For this reason, it is important to have this matter added to the agenda of the next scheduled board meeting or as soon as possible.** Institutions that administer both day care homes and centers, need only submit one set of the signed agreement to cover both programs.

**CACFP ED-099 Schedule A Application**

The CACFP Application has been revised to include expanded certification statements and the collection of additional information. Institutions that administer both day care homes and centers, need only submit one Application form to cover both programs.

**Appeal Procedures**

Appeal procedures in CACFP have been revised and expanded to include institutions, responsible principals and responsible individuals. A copy of the new appeal procedures, *Procedures for Appealing Actions Subject to Administrative Review*, is enclosed with the application materials.

**CACFP Management Plan**

New CACFP Management Plans, based on revised guidance, are required for 2003-2004. The revised Management Plan Attachment is attached.

**Annual Press Release**

CACFP institutions are required to annually issue a press release that includes their nondiscrimination policy and intention to operate the Child and Adult Care Food Program. A sample press release is enclosed for use in developing a press release specific to individual institutions. All of the information on the sample must be included on the press release developed for your agency. Submit a copy of the release for the 2003-2004 program year including the name of the media and date of the release.

If there are any questions about center application renewals, contact Charlene Russell-Tucker (860) 807-2071 or Susan Bohuslaw at (860) 807-2073.

MBS:ms  
opmemos.Om #06c-03  
Enclosures